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ABSTRACT

In 1971 the registrar of the University of Guelph was authorized to assess possible need for and to design an application center for admission to Ontario universities. The study had as its terms of reference the following: (1) to analyze the needs of the universities, the students, and the Department of University Affairs in respect of undergraduate admission procedures to universities in Ontario; (2) to describe a set of precise objectives for a clearinghouse for admissions; and (3) to describe the characteristics and design of a clearinghouse to meet the needs including an estimate of costs. This document presents the second report on the need for a central application center for Ontario universities. (Author/HS)

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ONTARIO UNIVERSITIES' APPLICATION CENTRE

A study of the needs and design of a centre
for applications for admission to the
Universities of Ontario prepared for the

Committee of Presidents of Universities of Ontario
and the
Ontario Universities' Council on Admissions

by

H. W. Pettipiere
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University of Guelph

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"One of the functions of the Central Office will be to provide statistics of the number of candidates in relation to the number of university places available for them. All the signs point to the supply of places falling further behind the demand in the years immediately ahead. Should this forecast prove correct, it is right to emphasize now that whatever the scheme may do to relieve anxiety, to reduce uncertainty, to ensure that no vacancy is left unfilled, it cannot of itself produce a single extra place."

J. S. Fulton, Chairman
The Universities Central
Council on Admissions
London, U.K.
May 1962

PREFACE

The concept of a central application centre is not new or unique to Ontario. A centre has been in operation in the U.K. serving England, Scotland, Wales and Northern Ireland for the last eight years. There are three such centres in Australia and West Germany is presently designing such a centre.

Application centres and the services they provide are not necessary if universities within a community such as Ontario are only concerned with the operation and function of their particular institution. It is only when the universities operate as independent institutions but show concern for the total community that there is a need for such an organization.

The Committee of Presidents of Universities of Ontario since their reorganization and change of structure in 1966 have shown such concern. This is the second report on the need for a central application centre for Ontario universities.

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ONTARIO UNIVERSITIES' APPLICATION CENTRE

A Study of the Needs and Design of a Centre for Applications for Admission to the Universities in Ontario

1.0 INTRODUCTION

In February 1971, the Committee of Presidents of Universities of Ontario (CPUO) and the Ontario Universities' Council on Admissions (OUCA) showing their continuing concern with the problems of providing facilities and opportunities for all young people to pursue higher education authorized the appointment of Mr. H. W. Pettipiere, Registrar, University of Guelph, to assess possible needs and design an application centre for admission to Ontario universities.

1.1 Terms of Reference of Study

The terms of reference for the study were prepared by CPUO in cooperation with OUCA.

The study had as its terms of reference the following:

1.1.1 To analyse the needs of the universities, the students, and the Department of University Affairs in respect of undergraduate admission procedures to universities in Ontario;

1.1.2 To describe a set of precise objectives for a clearing house for admissions;

1.1.3 To describe the characteristics and design of a clearing house to meet the needs including an estimate of costs.

1.2 Advisory Committee to the Study

In order to establish a close relationship with OUCA in the development of the report an advisory committee was established by OUCA to work with the author. This advisory committee under the chairmanship of Mr. E. M. Davidson, Director of Admissions, University of Toronto, met regularly with the author and not only offered a critique of many of the ideas but contributed original material for the report.

The advisory committee had as its members Mr. F. W. Bradley, Associate Registrar, Admissions, McMaster University, Mr. R. B. Wickett, Principal, Scarlett Heights Collegiate Institute, Etobicoke, and Mr. J. L. Sevigny, Assistant Registrar, Admissions, Carleton University. Mr. Sevigny replaced Mr. B. Browning, Deputy Registrar, University of Western Ontario who accepted a position at the University of Manitoba.

The composition of this advisory committee aided greatly in obtaining an appreciation of admission problems at several universities and their relationship to the secondary schools.

1.3 Limitations of Terms of Reference

The report is limited through the terms of reference to the needs and design of an application centre. It is not a comprehensive report in that it does not concern itself with the philosophies of education and admission of students to higher education. The terms of reference also call for the design of a possible Centre and do not call for direct recommendations on its establishment.

The report is written by a Registrar and of course will follow the thoughts of one concerned with the mundane mechanics of admitting students and providing of admission data to their university colleagues.

1.4 Submission of the Study

The report is submitted concurrently to the OUCA and CPUO for their disposition.

2.0 SCOPE AND LIMITATION OF THE STUDY

2.1 Scope of the Study

The two month deadline for completion of the study established certain limitations on the breadth of investigation and detailed analysis of a proposed Centre. Discussions were held with representatives of the Ontario Department of Education, the Chairman of the Committee of University Affairs and the Assistant Deputy Minister of University Affairs. Although it was not possible to visit the admission personnel at all Ontario universities informal discussions were held with over half of the universities. Some discussion was also held with secondary school personnel and secondary school principals. An attempt was also made to obtain the feelings of several university students in their freshman year.

A hearing was also used to obtain input and criticism of the study at the meeting of the Ontario Council on Admissions on April 5, 1971. A smaller hearing was also held at the University of Guelph with the personnel of the Office of the Registrar including the records, admission and systems sections.

A visit was made to the Universities Council on Admissions at Cheltenham in the U.K. where they have operated a similar type of Centre since 1962. A close study was made of the operation and organization of this Centre and its relationship to the universities. Several universities in Britain were visited and discussions were held with the admission officers, faculty and students.

It was also possible to meet with the Registrar of the University of Sydney and discuss the operation of the three admission centres in Australia.

It is regretted that it was not possible to visit all Ontario universities in the preparation of the report. It would be essential however when detailed operations of the Centre were developed that each university have an opportunity to discuss its individual local problems connected with the Centre.

2.2 Limitations of the Study

As specified in the terms of reference, the study is concerned with admission to undergraduate programs in Ontario universities. It was thought however that due to the limitations of the time for submission of the report and also for the minor complexities involved with certain categories of undergraduate admissions, that the report should specifically deal with the admission of full-time students to the first post Grade 13 year.

The categories of applicants specifically excluded from the report were:

2.2.1 part-time applicants;
2.2.2 preliminary year applicants;
2.2.3 transfer applicants above Year I;
2.2.4 programs requiring one or more years of university work for admission.

It is realized that the above categories present similar problems of admission to universities as those specifically included in the study and that these groups will eventually be involved with the Centre. The system is designed therefore to include one or all groups listed above if OUCA decides that they should be included. The inclusion of any of these groups would not involve major changes in the procedures of the system but only for the dates of these operations.

With the exclusion of the above groups the Centre can be displayed as simply as possible and can be established in its first year of operation in the same manner.

3.0 HISTORICAL BACKGROUND OF THE STUDY

The concept of an application centre for Ontario universities is not new to this province. An application centre was approved in principle by OUCA at its first meeting. Although the Centre in its formal sense has not been established several activities associated with a centre have been and are continuing to be established. CPUO and OUCA have shown a continuing awareness of admission problems and have taken significant steps over the years to satisfy these recognized needs.

3.1 Events Leading up to First Report on an Application Centre

In November 1963 the Committee of Presidents passed a resolution requesting a review of the problem of students who do not report for registration after being admitted. A Committee under the chairmanship of Mr. R. Ross, Vice-President and Registrar of the University of Toronto, reported in June 1964. This Committee recommended that an accounting be kept of places remaining open, that a common Principal's Confidential Report be prepared and that a common application form be established.

The Committee of Presidents then authorized the drafting of a long term plan for a central clearing house for applications. Mr. A. P. Gordon, the then Registrar of the University of Waterloo, was commissioned in September 1964 to prepare a plan which was submitted in January 1965 and published in March 1965 by the Committee of Presidents, which at that time did not recommend any date for implementation.

In 1965, the Committee of Presidents authorized a statistical study of applications to universities and the fate of the applicant. This was prepared in the autumn of 1965 by the Director of the Office of Statistics and Records at the University of Toronto, Mr. J. M. Tusiewicz. The Presidents also recommended that a Council on Admissions be formed but postponed its formation until the establishment of their permanent office and the appointment of an executive vice-chairman who might assist in its organization.

3.2 Report on an Ontario Universities' Application Centre

On October 17, 1966 the first meeting of the Ontario Universities' Council on Admissions took place. In addition to other items of business on the agenda, the newly formed council considered a list of recommendations submitted by a Committee of the Ontario University Registrars' Association regarding plans for an Ontario Universities' Application Centre.

3.2.1 That each university which agrees to participate in the Application Centre agree to abide by the procedures outlined and to observe the dates which are finally approved by the Ontario Universities' Council on Admissions.

3.2.2 That each university, within the framework of the scheme, be free to contact or correspond directly with the applicants.

3.2.3 That the Ontario Universities' Council on Admissions establish as soon as possible the Ontario Universities' Application Centre in conjunction with the newly established office of the Committee of Ontario University Presidents.

3.2.4 That the universities agree to adopt a common application form for admission which embodies in it the Secondary School Principal's Report.

3.2.5 That the common application forms first be completed by the students, then handed in to the Secondary School which will, upon completion of the Confidential Report section, forward the form to the Centre.

3.2.6 That the Centre undertake to make the necessary copies of the forms and distribute these to the individual universities concerned.

3.2.7 That the Centre undertake the continuing statistical analysis of university applications initially conducted at the University of Toronto in 1965-1966.

3.2.8 That the universities agree upon certain deadline dates for controlling applications and admissions decisions.

3.2.9 That the Centre concern itself solely with current full-time Grade 13 applicants. All other applicants will apply directly to the university concerned.

3.2.10 That each university notify the Centre of all decisions concerning individual applicants, processed by the Centre, in addition to notifying the applicant himself. Other final statistical data, including registration statistics, must also be reported to the Centre. It is understood that the Centre will continue the statistical work authorized in 1965-1966 by the Committee of Presidents.

Recommendations 3.2.1, 3.2.2 and 3.2.4 were endorsed as they stood. Items 3.2.5, 3.2.6, 3.2.8, 3.2.9, and 3.2.10 were referred to the newly constituted Executive of the Council. Recommendation 3.2.7 was also referred to the Executive on the understanding that the statistical analysis for 1966 be much simplified. Number 3.2.3 was carried with one dissenting vote, to the effect that, "this Council recommends to the Committee of University Presidents, the immediate establishment of an Ontario Universities' Application Centre under the authority of this Council."

On November 3, 1966 CPUO approved in principle the immediate establishment of an Ontario Universities' Application Centre under the authority of OUCA. CPUO also indicated that this approval did not imply the kind of Centre described in the report of Mr. A. P. Gordon in 1965, but rather the establishment of a small staff to further the work of the Council, perhaps leading eventually to the development of a full Centre.

3.3 Action Taken by OUCA Since Its First Meeting

Although no further action has been taken on the implementation of an application centre since the October 1966 meeting of the Council, certain significant steps have been initiated which have assisted in improving the admission process to Ontario universities.

3.3.1 A common application form giving applicants a choice of four universities or programs (later reduced to three choices) was designed for applicants presently enrolled in Ontario Grade 13. The Principal's Confidential Report form was incorporated into this application form. This multiple copy document has proven to be of great assistance to the secondary school in the submission of the applicant's academic record.

Applicants not presently enrolled in Ontario Grade 13 however still use an application form for a specific university.

3.3.2 A system was implemented for the reporting of vacant places in various programs of the universities to the admission officers. A list of university programs which have unfilled places is reported to a central agency which compiles this information and reports to all universities. This service has been undertaken over the last few years by the Registrar of York University.

Although this information was released to the press and other organizations it has not been generally known to the public. It is doubtful whether the general public or even other university personnel other than those associated with admissions knew of the existence of such information.

3.3.3 Common dates were established for the admission procedures for applicants presently enrolled in Ontario Grade 13. These included common dates for the submission of the application form, submission of academic records, offer of admission by the university and the last date for the applicant to respond to the offer.

No attempt has been made to establish the same type of system for applicants not presently enrolled in Grade 13.

3.3.4 A system was established for the reporting of the Ontario Grade 13 applicant's acceptance of the offer of admission to the other universities whose offer was not accepted. A new common reporting form has been designed this year in attempt to improve the effectiveness of this system.

This system is only applicable to candidates presently enrolled in Ontario Grade 13.

3.3.5 For the 1971 admission season, an information centre is being established in Toronto to give information to applicants on vacant places in Ontario universities. This information centre will operate during July and August and will maintain an up-to-date listing of vacant places. This centre should provide a much needed service to applicants who are experiencing difficulty in locating a university or program which is not filled.

3.3.6 A centre is also being established to collect and analyse admission data for the 1971 season. The OUCA committee to study procedures for the coordination of applications for admission to Ontario universities has arranged for CPUO to act as a centre to collect and analyse this data. This committee under the chairmanship of Mr. B. A. Lumsden, Associate Registrar, Admissions, University of Waterloo, hopes to have this system in operation by June 1971. It would appear at this time that the centre will be analysing historical admission data for the 1971 season.

3.3.7 The Committee of Systems Analysts in the Registrars' Office (a standing committee of OURA) is presently developing a system for more efficient reporting of data from the secondary schools and the use of the Ontario Department of Education's Grade 13 registration tape file.

3.4 Significant Changes Outside of OUCA

In addition to the action taken by OUCA there have been several significant events take place which have bearing on the admission process.

3.4.1 Discontinuance of Common Grade 13 Examinations

The discontinuance of the common Grade 13 examinations is significant in that the final examination results from the secondary schools are now available by the end of June instead of late in August. This additional time prior to registration now makes a clearing process feasible which was not possible with the late publication of grades.

3.4.2 Early Admission of Grade 13 Applicants

All universities have now established an early admission system for Grade 13 applicants. In some universities, the early admission period has become the normal admission period particularly with those who have sufficient highly qualified applicants to fill their projected quotas. This early admission system allows more time for the universities to deal with individual cases during the latter part of the admission period.

3.4.3 Increased Multiple Applications

The multiple application study 1965-1966 indicated that universities were receiving 1.62 applications from each applicant wishing to enter an Ontario university. In a questionnaire used in this report it was indicated that this ratio is now close to 3.5 applications per registrant. The statistics committee (Appendix C) of OUCA at the April 1971 meeting indicated that although Grade 13 registrants had increased by 11% this year, there has been a 37% increase in applications over last year. It would appear therefore that we have and will continue to experience a large increase in multiple applications.

3.4.4 Development of Computer Systems

The use of the computer in the admission system of most Ontario universities has greatly increased. This has not only speeded up the processing of applications but has allowed the university to deal with the increased number of applications.

It should be pointed out that not all universities have computer facilities on campus for use in admissions and that some universities are not using their existing facilities effectively in admissions. With the exception of two universities, adequate facilities are now available to work efficiently with a centre.

3.4.5 Increased University Cooperation

One of the most significant changes which has occurred in the last few years with the registrars and admission officers has been the increased trust and cooperation among the universities. This has been brought about by the excellent cooperative programs of the Ontario University Registrars' Association and the Ontario Universities' Council on Admissions both affiliated with CPUO and both working together to improve admission procedures. Universities have seen the effect of joint action for the betterment of their university and the public they serve.

4.0 NEEDS OF THE APPLICANT, UNIVERSITY AND GOVERNMENT

4.1 Government Policy on Admission to Higher Education

In looking at some of the primary needs of the applicant, the university and the Department of University Affairs, it is important to view these in perspective with the present government policy on admission to higher education. The government in an age of increasing educational costs and with a resentment on the part of the public to increased taxes continuesto maintain a policy of providing facilities and opportunities for all qualified applicants to attend university. This policy of the government is continuing at the same time that the government is attempting to keep increases in university costs at a minimum.

This policy has serious consequences on the universities in Ontario who obtain their major source of income from the provincial government. It places an obligation on the universities not only to be conscious of the demand of applicants for admission to their university but also for the total demand of the public for admission to a university and for various types of programs. Each university in the province must collaborate and coordinate its growth and development in accord with all universities in the province. The independent university must react to the demands of the general public in a manner similar to that of a government institution. Because of the government policy, the qualified applicant has grown to expect that a place will be provided by the universities for him to pursue higher education.

4.2 Applicant's Acceptance to a University

An applicant to an Ontario university has fifteen institutions to which he can apply. Although some specialized programs e.g. agriculture, may be offered in only one university, the basic arts and sciences are offered in all institutions. The applicant must be careful of his selection of three universities or programs. He could readily choose three that have an extremely large number of applications and are therefore refusing applicants at a much higher level than other universities. By choosing a different combination of programs and universities he might readily be accepted. To ensure his acceptance therefore an applicant is forced to submit multiple applications to as many universities as possible.

A qualified applicant therefore has a need for an admission procedure that will ensure that even though he cannot obtain a place in his original choice of universities he will have an opportunity to be put in touch with the universities that have vacancies. This matching of qualified students to the vacancies in universities is referred to a centre as the clearing process.

4.3 Academic Planning

The need for admission data is of primary concern for both universities and government. Previously each university planned its growth and development independent from other Ontario universities. They were aware of the demand for specific programs and places at their university but these were rarely considered in context with the total demand of the province. Today, growth and development for universities must reflect the needs and demands of the public in the province as a whole.

In order that the universities and government may develop proper planning for the province, adequate admission data must be made available to reflect the total provincial demand. This total picture can only be obtained by the collection and analysis of each university's admission data at a central point. In addition universities and government will require a great deal more detailed data than is presently available to justify increased expenditures.

At the present time there is an overall lack of admission information available at most Ontario universities. It would appear that statistical data used previously for academic planning was based on registration data rather than on admission information. The Lumsden Committee referred to in 3.3.6 is attempting to provide collective admission data for the 1971 admission season.

In order that the government may continue its policy of providing facilities for all qualified applicants it is essential that it is aware of the demand for university places. This type of information is required for immediate short term planning on a yearly basis as well as for long term planning. It is not possible at the present time to even indicate the total number of applicants who apply each year to Ontario universities.

The basic need for universities and government in planning the growth and development of universities is for adequate admission data to reflect total demand for places in universities, for total demand for specific programs and for the analysis of trends and future projections. This collection of data not only has to be available on a historical basis but on a continuous ongoing basis each year so that the government and universities can immediately react to shortages and provide a place for each qualified applicant.

4.4 Multiple Applications

Multiple applications arise because of the applicant's sincere desire to be admitted to a university. Less highly qualified applicants tend to submit more applications than highly qualified applicants. As programs become more difficult to enter because of shortage of places the more highly qualified applicant tends to submit additional applications to ensure his entry into the programs. Although multiple applications have increased from 1.62 to 3.5 applications in the last five years we have not felt the real impact of multiple application because we have been able to admit all qualified applicants to a university. The multiple application has increased because of shortage of places in programs and not because there has not been a space available in universities for all applicants.

It is quite possible that although all qualified applicants in 1971 will find a place in one of the universities the situation will probably be tight enough to suggest to the general public that in 1972 it might be in their best interest to submit additional applications. The Statistics Committee of OUCA might suggest that the 37% increase in applications this year reflects a trend to multiple applications (Appendix C).

Multiple applications are not only costly to the university by creating duplicate admission records but tend to slow and confuse the whole application process. Under our present system it is possible for each Ontario university to find itself in a position of handling an application for every applicant who wishes to attend an Ontario university. Such a situation would be intolerable in cost and efficiency. Larger universities might find their applications increasing by three fold but smaller universities would increase by fifteen fold. The cost for the smaller university would be increased disportionately to its size.

A centre by controlling the multiple application might justify its existence on this item alone.

4.5 No Shows

It was noted previously that the first action taken by CPUO in 1963 on admissions was concerned with the applicant who accepts more than one offer of admission tying up a place at other universities which remains undiscovered until his failure to show for registration.

This problem has been partly solved with the use of the tuition deposit which must be returned with the acceptance of an offer. The tuition deposit tends to solve the problem of no show at registration but still has not stopped the acceptance of more than one offer in the early part of the

admission period. The reason for this is that most tuition deposits are refundable if the university is notified by a specified date prior to registration. An applicant is able to accept more than one offer, pay the tuition deposit and wait until the specified date to make his final decision. This however ties up an admission place during the admission season and opens a place prior to registration.

4.6 Filling University Places

Almost a year before the fall registration each university must design a budget that determines its government revenue for the year. The budget year starts several months prior to registration so that the university is well into the budget year prior to fall registration. As the budget is based on the number of projected students it is as important to the university as the applicant that the qualified unplaced student be matched to the university with vacant places. The clearing process therefore has as much value to the university as to the unplaced applicant.

4.7 Late Reaction to Unplaced Students

In the public interest there is a need at the end of the admission season for the number of unplaced qualified applicants to be identified so that all universities may have an opportunity to react immediately prior to registration to create places in their university.

In any one year if the number of unplaced applicants is known, each university might find it possible to react to the surplus and create a few more places without last minute addition of staff and facilities. If the number was small enough they might be "squeezed in". This reaction would take place after the normal clearing process.

5.0 NEED FOR A CENTRE

OUCA has previously recognized the need for a Centre. The approval for the establishment of a Centre was given by OUCA at its first meeting on October 17, 1966. Although this centre has never been initiated in the form previously recommended some of its functions have been started.

The members of the Council have attempted to carry out certain functions identified as being vital to Ontario universities by cooperative action. These have been previously outlined. In some cases these needs have been properly satisfied while others have met with only minimal success and others have not been attempted. All of these needs cannot be successfully met by volunteer collective action. The creation of an information centre and the collection and analysis of historical admission data by CPUO in 1971 are examples of two new centres operated outside of volunteer help.

A central application centre can be justified for the purpose of carrying out essential functions which cannot be adequately performed by collective volunteer action.

5.1 Functions of the Centre

A central application centre will perform five basic functions:

5.1.1 Receive and record applications for university admission before these are presented to the university in order to identify multiple applications. The application forwarded to the university will be presented in a form to avoid unnecessary duplication of entry to the admission file.

5.1.2 Receive and record decisions on applications by the universities in order to identify applicants who have been accepted or rejected for admission.

5.1.3 Provide a means of putting unsuccessful qualified Ontario applicants in touch with universities that have vacant places.

5.1.4 Identify at the end of the admission seasons the unsuccessful qualified Ontario applicants so that universities may react to create additional places.

5.1.5 Provide admission data to the universities and approved agencies on the following:

1. Continuous reports throughout the admission season on the number of applicants, choice of universities and programs.

2. Analysis of biographical data, offers of admission, candidates reply, demand for programs, etc. at the end of the admission period.

5.2 General Principles Governing Operation of the Centre

The proposed plan embodies the following principles:

5.2.1 The Centre will be controlled and operated by the participating universities as a collective venture.

5.2.2 The Centre will in no way affect the freedom of any of the universities to select candidates according to the criteria deemed best suited to that particular institution.

5.2.3 The Centre will guarantee the freedom of candidates to state their choice of universities.

5.2.4 The Centre will operate on a strictly "service" basis to the universities and must not offer advice to the candidate on choice of university programs or admission to a university.

5.2.5 The Centre will deal directly with one office at each university. Universities who admit students from more than one office will make internal arrangements for this facility.

5.2.6 This Centre will capture from the application the biographical data, choice of university and program, the university decision on the applicant and the candidate's response to the offer of admission. It will not concern itself with the academic record of the applicant used for the adjudication on admission.

5.2.7 The Centre will encourage universities to deal directly with the candidate on every item concerned with admission except for direct receipt of application forms, and direct response of the candidate to the offer of admission.

5.2.8 The Centre will insist on the strict observance of the schedule of dates approved for the operation of the Centre.

5.3 What the Centre Will Accomplish

The proposed Centre has been designed to accomplish the following:

5.3.1 Guarantee the qualified applicant that if he is unable to be accepted at his first three choices of universities he will be put in contact with universities that have vacant places.

5.3.2 Guarantee to universities that they will have every opportunity to fill vacant places prior to registration.

5.3.3 Allow universities to react to the final demand for increased places in universities prior to registration by identifying qualified applicants who have not been accepted to a university.

5.3.4 Eliminate all multiple application forms to universities while retaining three choices of universities or programs.

5.3.5 Eliminate possibility of applicants accepting more than one offer of admission.

5.3.6 Provide ongoing monitoring of demand and trends for university places for early collective action by the universities.

5.3.7 Provide historical demand data for government and universities for proper academic planning of development of universities and programs.

6.0 DESIGN OF THE CENTRE

6.1 Technical Considerations in Designing the Centre

6.1.1 The first technical concern of an admissions officer is for the efficient operation in implementing his university's admission policy. Regardless of the efficiency of the Centre it is an extra step in the admission cycle and one that is beyond the direct control of the admission officer. The Centre must be operated in such a manner that it has the minimum effect on the individual university's admission system.

The concept of the Centre is such that it acts as a funnel in directing all applications for admission to the universities first to the Centre. The Centre in turn processes and then distributes them to the universities. The same system is used to receive replies from the applicant before forwarding to the university. The primary concern of the Centre therefore is to make sure that the funnel effect does not interfere with the normal operation of the individual university system.

6.1.2 The second technical concern for the Centre is that the system be designed in a manner that the costs of operation do not cancel out any benefits to the applicant and the university.

The efficiency and costs of operating the system therefore were the two main technical considerations in designing the system for the Centre.

6.2 Guidelines Used in the Design of the Centre

The following guidelines were used in designing the system:

6.2.1 Applicants will submit only one application form.

6.2.2 Applicant will accept only one unconditional offer of admission.

6.2.3 Amendment procedures will allow the applicant to change his choice of universities or his acceptance of offers of admission.

6.2.4 Centre will give the universities the maximum freedom in dealing directly with the applicant.

6.2.5 Centre will operate on a maximum turn around period of six working days for data from and to the university.

6.2.6 Input and output data to and from the universities will be on tape, card or printed form to suit the system of the university.

6.2.7 Non-Ontario applicants will not be eligible for the clearing process.

6.2.8 The biographical records of applicants presently enrolled in Grade 13 will be obtained from the ODE registration and these students will not be required to submit an application form.

6.2.9 The universities will make direct offers to the applicant.

6.3 General Concepts of the System

In order to reduce the amount of time required to establish an admission file at the Centre from the applications and to reduce the basic costs of operation, two distinct systems of operation have been designed on a common admission file at the Centre. The two systems are:

6.3.1 Stream A -- composed of applicants who are presently enrolled in Ontario Grade 13, and

6.3.2 Stream B -- composed of applicants who are not presently enrolled in Ontario Grade 13. This stream will include mature applicants, applicants who previously obtained Grade 13, applicants from preliminary university years, applicants repeating Year I, applicants from other provinces and foreign applicants.

6.4 Stream A -- Applicants Presently Enrolled in Ontario Grade 13

Applicants to Ontario universities who are presently enrolled in Grade 13 appear to be about 75% of all of the applicants to university. The proposed system of operation for the Centre has been designed to take advantage of the Grade 13 registration tape produced by the Ontario Department of Education.* By using the Grade 13 tape the Centre will be able to establish an admission file with 75% of its applicants without cost to the Centre and without delay normally caused by key punching applications. The main delay in the "funnel effect" of receiving applications at the Centre will be eliminated. In addition, a complete listing of Grade 13 applicants with their biographical record and indicating their choice of universities and programs will be available to the university by November 1 each year. At the present time, such a complete list would not be available to the university until March. Universities therefore can take advantage of this early receipt of Grade 13 applications in the fall to contact applicants for interviews, residences, etc.

*Appendix F

It will not be necessary for applicants who are presently enrolled in Ontario Grade 13 to submit an application for admission to an Ontario university. The biographical information used on the Grade 13 registration file will be used for an application. It will be necessary however for the present ODE registration information to be extended to capture the applicant's choice of universities and programs.

The Centre in December will preprint the equivalent of an application form (Request for Academic Record Form)* for those presently enrolled in Grade 13 including the biographical information obtained from the Grade 13 tape. This will allow an applicant to make changes on his biographical information, e.g. home address, and for an update of his original choices of universities and programs. This form will then be submitted to the high school principal for completion of the Grade 11, 12 and interim Grade 13 record to be returned to the Centre by March 1.

The introduction of this system will accurately tie in the identifier from the ODE for later receipt of the final Grade 13 marks on tape, the identifier for receipt of the SACU scores and the identifier on the Centre's admission file.

6.5 Stream B -- Applicants Not Presently Enrolled in Grade 13

This stream follows the normal pattern of receipt of applications and processing at the Centre although it comprises only 25% of the applicants. Applications will be available at the Centre for distribution to the applicants. This application form will be a common application for admission to all universities. The present university forms will be discontinued. The applications will be received at the Centre, entered into the admission file and forwarded to the university. The Centre will supply each university listed as a choice by the applicant a copy of the application form and the biographical information on computer tape and/or computer card. This will avoid duplication of key punching input for the university's admission file.

6.6 Procedures by Dates

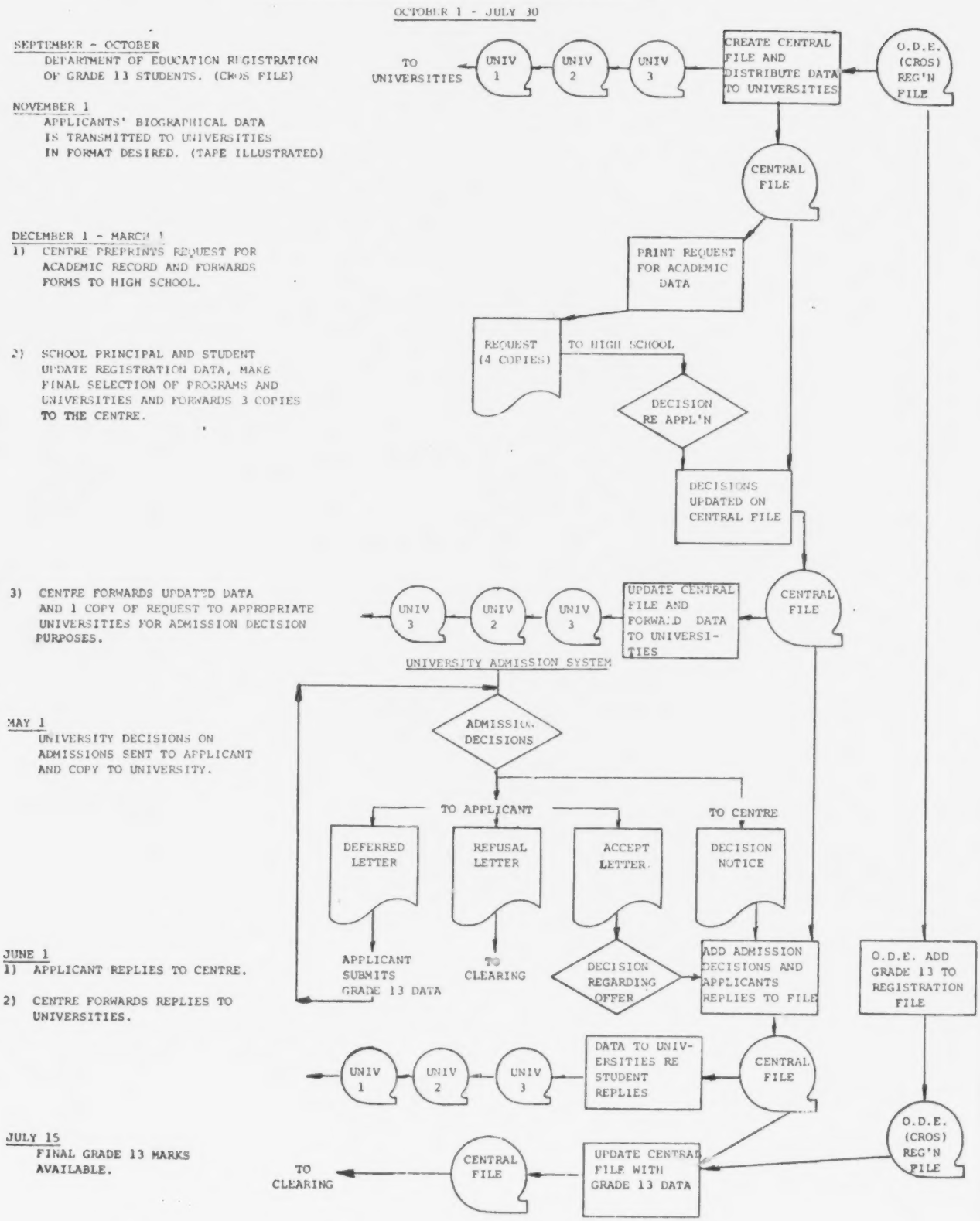
6.6.1 Stream A -- Applicants Presently Enrolled in Ontario Grade 13

October 15

- File established from ODE tape of registered Grade 13 students who indicated interest in applying to Ontario universities including:
  1. biographical data;
  2. choices of universities and programs
- Centre sends letter to applicant indicating application now on file

*Appendix G

STREAM A-GRADE 13 PROCEDURES


OCTOBER 1 - JULY 30
SEPTEMBER - OCTOBER
DEPARTMENT OF EDUCATION REGISTRATION OF GRADE 13 STUDENTS. (CROS FILE)
NOVEMBER 1
APPLICANTS' BIOGRAPHICAL DATA IS TRANSMITTED TO UNIVERSITIES IN FORMAT DESIRED. (TAPE ILLUSTRATED)
DECEMBER 1 - MARCH 1
1) CENTRE PREPRINTS REQUEST FOR ACADEMIC RECORD AND FORWARDS FORMS TO HIGH SCHOOL.
2) SCHOOL PRINCIPAL AND STUDENT UPDATE REGISTRATION DATA, MAKE FINAL SELECTION OF PROGRAMS AND UNIVERSITIES AND FORWARDS 3 COPIES TO THE CENTRE.
3) CENTRE FORWARDS UPDATED DATA AND 1 COPY OF REQUEST TO APPROPRIATE UNIVERSITIES FOR ADMISSION DECISION PURPOSES.
MAY 1
UNIVERSITY DECISIONS ON ADMISSIONS SENT TO APPLICANT AND COPY TO UNIVERSITY.
JUNE 1
1) APPLICANT REPLIES TO CENTRE.
2) CENTRE FORWARDS REPLIES TO UNIVERSITIES.
JULY 15
FINAL GRADE 13 MARKS AVAILABLE.
TO UNIVERSITIES
UNIV 1
UNIV 2
UNIV 3
CREATE CENTRAL FILE AND DISTRIBUTE DATA TO UNIVERSITIES
O.D.E. (CROS) REG'N FILE
CENTRAL FILE
PRINT REQUEST FOR ACADEMIC DATA
REQUEST (4 COPIES)
TO HIGH SCHOOL
DECISION RE APPL'N
DECISIONS UPDATED ON CENTRAL FILE
UNIV 3
UNIV 2
UNIV 3
UPDATE CENTRAL FILE AND FORWARD DATA TO UNIVERSITIES
CENTRAL FILE
UNIVERSITY ADMISSION SYSTEM
ADMISSION DECISIONS
TO APPLICANT
TO CENTRE
DEFERRED LETTER
REFUSAL LETTER
ACCEPT LETTER
DECISION NOTICE
APPLICANT SUBMITS GRADE 13 DATA
TO CLEARING
DECISION REGARDING OFFER
ADD ADMISSION DECISIONS AND APPLICANTS REPLIES TO FILE
O.D.E. ADD GRADE 13 TO REGISTRATION FILE
UNIV 1
UNIV 2
UNIV 3
DATA TO UNIVERSITIES RE STUDENT REPLIES
CENTRAL FILE
O.D.E. (CROS) REG'N FILE
TO CLEARING
CENTRAL FILE
UPDATE CENTRAL FILE WITH GRADE 13 DATA

STREAM B - NON GRADE 13 PROCEDURES

OCTOBER 1 - JULY 30

OCTOBER 1 - JUNE 1

1) APPLICANT OBTAINS FORMS FROM CENTRE COMPLETES & RETURNS TO CENTRE.

2) NEW APPLICANT DATA ADDED TO CENTRAL FILE AT CENTRE.

3) DATA IS FORWARDED TO APPROPRIATE UNIVERSITIES IN FORMAT DESIRED (TAPE ILLUSTRATED) AS WELL AS A COPY OF APPLICATION FORM.

JANUARY 1 - JULY 15

1) UNIVERSITY ADMISSION/REFUSAL DECISIONS ARE MADE. LETTERS ARE MAILED TO APPLICANT OFFERING ADMISSION OR REFUSING ADMISSION.

2) UNIVERSITIES ALSO FORWARD NOTICES OF ADMISSION DECISIONS TO CENTRE.

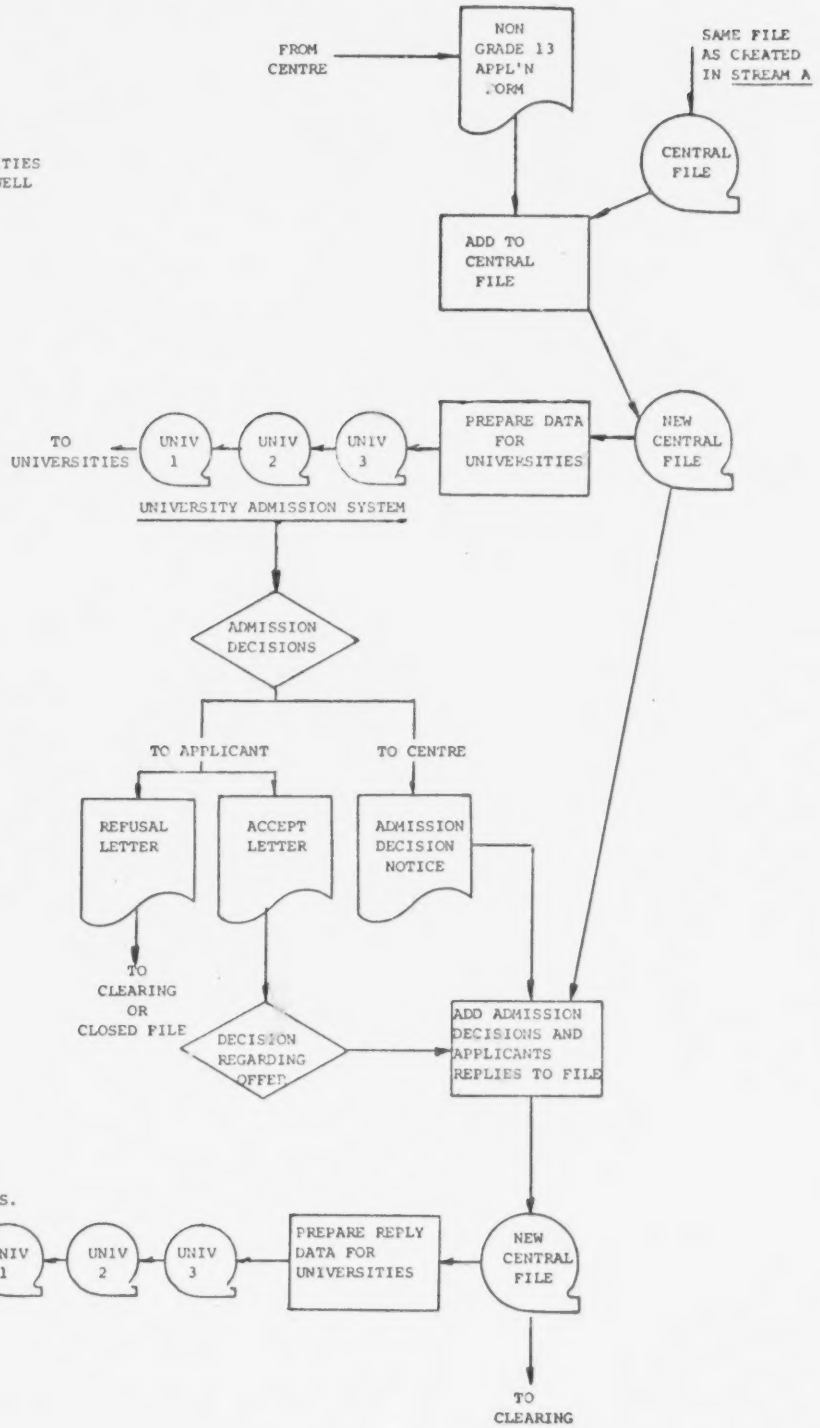
3) CENTRE ADDS DECISIONS TO APPLICANT RECORDS ON THE CENTRAL FILE.

JAN 1 - JULY 30

1) APPLICANT ACCEPTS OR DECLINES OFFER OF ADMISSION AND FORWARDS REPLY TO CENTRE.

2) CENTRE ADDS APPLICANT REPLIES TO CENTRAL FILE.

3) CENTRE FORWARDS REPLY DATA TO UNIVERSITIES.



November 1

- Centre sends tape/record card of biographical information to universities on applicants who have chosen that university

- Universities capable of using magnetic tape on admissions file will receive information from Centre on tape and will respond to Centre on tape. Other universities will receive a punched record card. Universities will also receive a decision card and an applicant's response card. The decision card (marked sensed) will be kept by the university until a decision is reached on the offer of admission and will then be forwarded to Centre. The applicant's response card is sent by the university to the applicant at the time of the offer and returned to the Centre.

- Universities free to deal direct with applicant.

December 1

- Centre preprints request for academic record and sends to high school.* This record returned direct to Centre from high school principal on or before March 1. There will be an update feature on the form to allow for changes in the original ODE registration.

May 1

- Admission decision sent to applicant from the university

- Admission decision also forwarded to Centre on decision card

June 1

- Centre receives an applicant's response card on admission offer and forwards to university. Student may accept only one offer of admission

- Last date for receipt of application

- Late applications if eligible referred to Clearing

*Appendix G

July 1 - 15
- University forwards a decision on deferred applicants to Centre based on final Grade 13 results
- Admission decision sent to applicant by university

July 15 - 30
- Applicant replies to Centre on offer which is forwarded to University. Student may accept only one offer of admission

August 1 - 15
- University makes decision on applicants in clearing and offer sent to applicant with copy to Centre

August 15 - 30
- Applicant responds to offer from Clearing which is forwarded to University

August 16 - September 30
- University free to receive new applications and to make direct offers to applicants provided the applicant does not hold a previous offer from another university. A copy of the application, university's offer and reply of applicant forwarded to Centre

6.6.2 Stream B -- Applicants Not Presently Enrolled in Grade 13

October 1 - June 1
- Applications available from Centre
- Applications submitted to Centre
- Admission file established at Centre including:
  1. biographical data
  2. choices of universities and programs
- Centre sends letter to applicant indicating application on file
- Centre sends copy of application form to university along with magnetic tape and/or record card of biographical information along with a decision and applicant's response card
- Applicant sends academic documents direct to university
- University free to deal direct with applicant

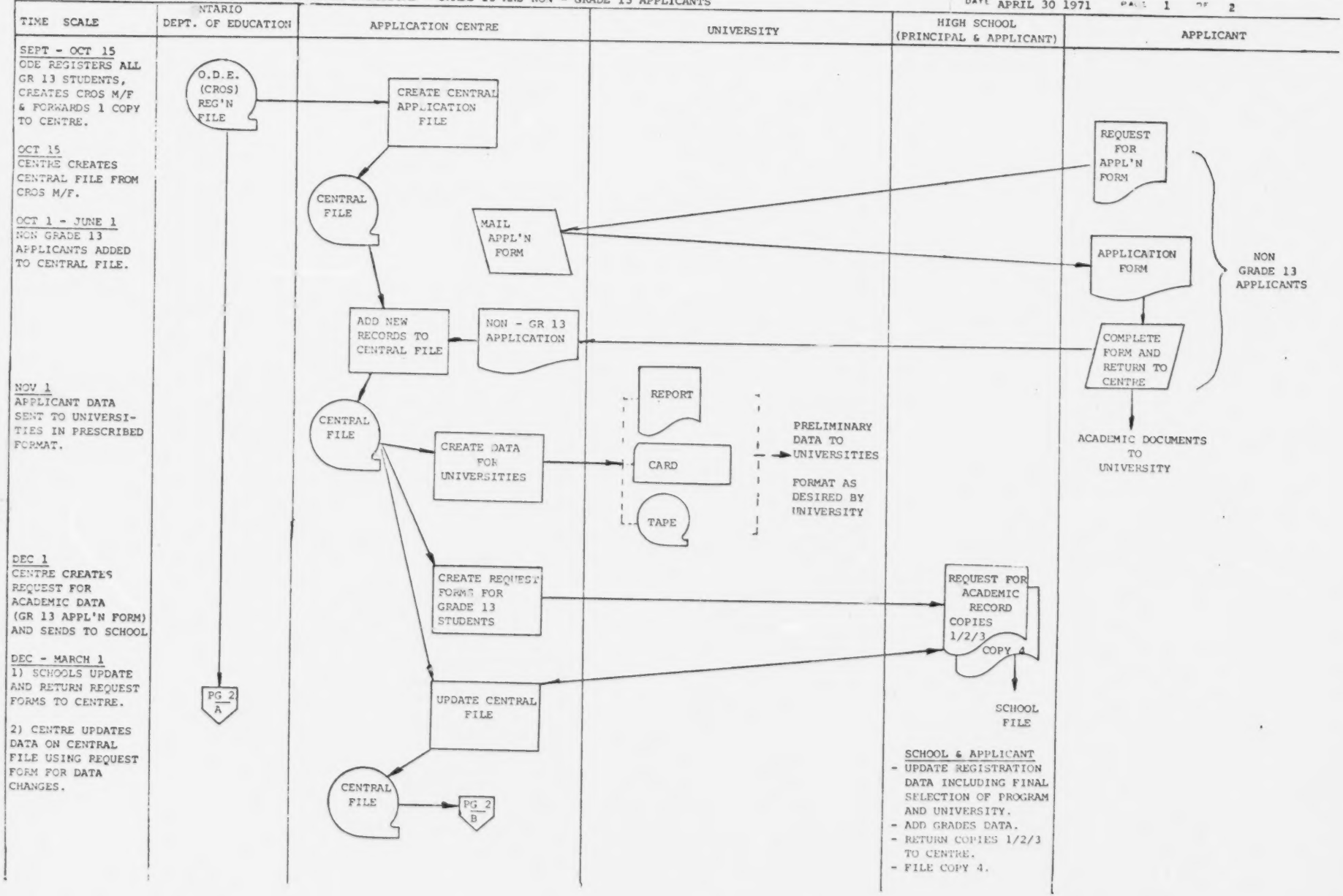
June 1	- Last date for receiving of application at Centre
	- Late applications if eligible referred to Clearing
January 1 - July 15	- Admission decision forwarded to Centre
	- Admission decision sent by University to applicant
	- University makes decision on application as academic record received. University informs applicant and Centre of decision
	- Applicant replies to offer of admission
	- Applicant may accept only one offer of admission
	- Centre informs university of reply of offer of admission
August 1 - 15	- University makes decision on applicants in Clearing and offer forwarded to applicant
August 15 - 30	- Applicant responds to offer which is forwarded to university
August 16 -	- University free to receive new applications and to make direct offer to applicants provided the applicant does not hold a previous offer from another university
	- A copy of the application, university decision and applicant's response forwarded to Centre

6.7 Clearing System

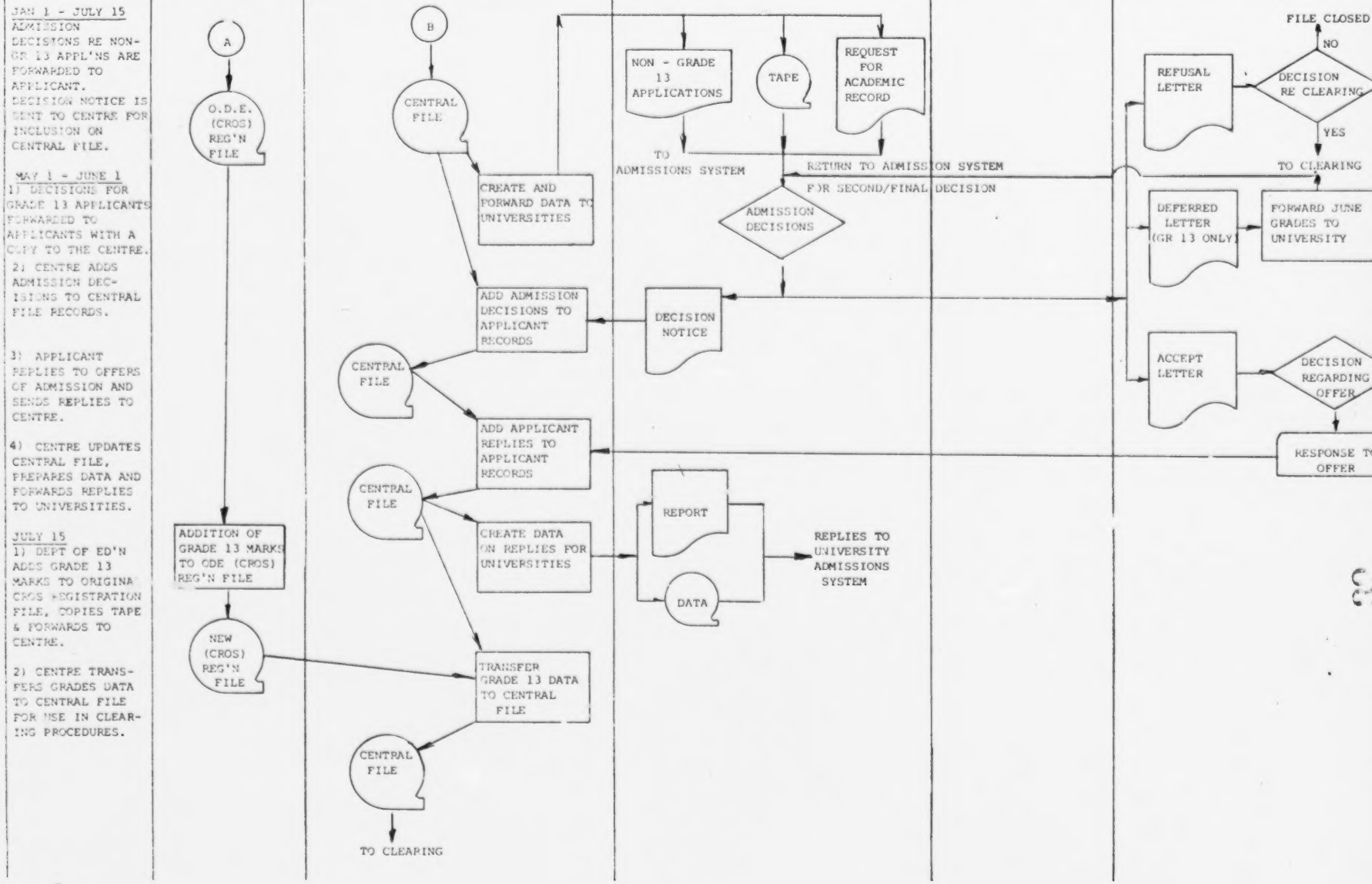
At the end of the normal admission period (August 1) a process will begin of matching qualified Ontario applicants with the universities that have vacant places. The Centre has recorded the offers made to the applicants and their response and is able to identify those who are not placed.

PROJECT NAME: CENTRAL ADMISSIONS COMBINED PROCEDURE - GRADE 13 AND NON - GRADE 13 APPLICANTS

DATE: APRIL 30 1971 PAGE 1 OF 2


TIME SCALE
ONTARIO DEPT. OF EDUCATION
APPLICATION CENTRE
UNIVERSITY
HIGH SCHOOL (PRINCIPAL & APPLICANT)
APPLICANT
SEPT - OCT 15
ODE REGISTERS ALL GR 13 STUDENTS, CREATES CROS M/F & FORWARDS 1 COPY TO CENTRE.
OCT 15
CENTRE CREATES CENTRAL FILE FROM CROS M/F.
OCT 1 - JUNE 1
NON GRADE 13 APPLICANTS ADDED TO CENTRAL FILE.
NOV 1
APPLICANT DATA SENT TO UNIVERSITIES IN PRESCRIBED FORMAT.
DEC 1
CENTRE CREATES REQUEST FOR ACADEMIC DATA (GR 13 APPL'N FORM) AND SENDS TO SCHOOL
DEC - MARCH 1
1) SCHOOLS UPDATE AND RETURN REQUEST FORMS TO CENTRE.
2) CENTRE UPDATES DATA ON CENTRAL FILE USING REQUEST FORM FOR DATA CHANGES.
O.D.E. (CROS) REG'N FILE
PG 2 A
CREATE CENTRAL APPLICATION FILE
CENTRAL FILE
MAIL APPL'N FORM
ADD NEW RECORDS TO CENTRAL FILE
NON - GR 13 APPLICATION
CENTRAL FILE
CREATE DATA FOR UNIVERSITIES
REPORT
CARD
TAPE
PRELIMINARY DATA TO UNIVERSITIES
FORMAT AS DESIRED BY UNIVERSITY
CREATE REQUEST FORMS FOR GRADE 13 STUDENTS
UPDATE CENTRAL FILE
CENTRAL FILE
PG 2 B
REQUEST FOR APPL'N FORM
APPLICATION FORM
COMPLETE FORM AND RETURN TO CENTRE
NON GRADE 13 APPLICANTS
ACADEMIC DOCUMENTS TO UNIVERSITY
REQUEST FOR ACADEMIC RECORD COPIES 1/2/3
COPY 4
SCHOOL FILE
SCHOOL & APPLICANT
- UPDATE REGISTRATION DATA INCLUDING FINAL SELECTION OF PROGRAM AND UNIVERSITY.
- ADD GRADES DATA.
- RETURN COPIES 1/2/3 TO CENTRE.
- FILE COPY 4.

PROJECT NAME CENTRAL ADMISSIONS COMBINED PROCEDURE - GRADE 13 AND NON - GRADE 13 APPLICANTS DATE APRIL 30 1971 PAGE 2 OF 2


TIME SCALE
ONTARIO DEPT. OF EDUCATION
APPLICATION CENTRE
UNIVERSITY
HIGH SCHOOL (PRINCIPAL & APPLICANT)
APPLICANT
JAN 1 - JULY 15
ADMISSION DECISIONS RE NON-GR 13 APPL'NS ARE FORWARDED TO APPLICANT. DECISION NOTICE IS SENT TO CENTRE FOR INCLUSION ON CENTRAL FILE.
MAY 1 - JUNE 1
1) DECISIONS FOR GRADE 13 APPLICANTS FORWARDED TO APPLICANTS WITH A COPY TO THE CENTRE.
2) CENTRE ADDS ADMISSION DECISIONS TO CENTRAL FILE RECORDS.
3) APPLICANT REPLIES TO OFFERS OF ADMISSION AND SENDS REPLIES TO CENTRE.
4) CENTRE UPDATES CENTRAL FILE, PREPARES DATA AND FORWARDS REPLIES TO UNIVERSITIES.
JULY 15
1) DEPT OF ED'N ADDS GRADE 13 MARKS TO ORIGINAL CROS REGISTRATION FILE, COPIES TAPE & FORWARDS TO CENTRE.
2) CENTRE TRANSFERS GRADES DATA TO CENTRAL FILE FOR USE IN CLEARING PROCEDURES.
A
O.D.E. (CROS) REG'N FILE
ADDITION OF GRADE 13 MARKS TO ODE (CROS) REG'N FILE
NEW (CROS) REG'N FILE
B
CENTRAL FILE
CREATE AND FORWARD DATA TO UNIVERSITIES
ADD ADMISSION DECISIONS TO APPLICANT RECORDS
CENTRAL FILE
ADD APPLICANT REPLIES TO APPLICANT RECORDS
CENTRAL FILE
CREATE DATA ON REPLIES FOR UNIVERSITIES
TRANSFER GRADE 13 DATA TO CENTRAL FILE
CENTRAL FILE
TO CLEARING
NON - GRADE 13 APPLICATIONS
TAPE
REQUEST FOR ACADEMIC RECORD
TO ADMISSIONS SYSTEM
RETURN TO ADMISSION SYSTEM FOR SECOND/FINAL DECISION
ADMISSION DECISIONS
DECISION NOTICE
REPORT
DATA
REPLIES TO UNIVERSITY ADMISSIONS SYSTEM
FILE CLOSED
NO
REFUSAL LETTER
DECISION RE CLEARING
YES
TO CLEARING
DEFERRED LETTER (GR 13 ONLY)
FORWARD JUNE GRADES TO UNIVERSITY
ACCEPT LETTER
DECISION REGARDING OFFER
RESPONSE TO OFFER

6.7.1 Eligibility for Clearing

Stream A

1. Applicants rejected from original choices but have 6 Grade 13 credits and a general average of 60% on the final examinations written in that year

2. Applicants who submitted an application after June 1

Stream B

1. Ontario applicants rejected from their original choice but have contacted a university which is willing to consider application

2. Ontario applicants who submitted an application after June 1

3. Non-Ontario applicants are not eligible for clearing

6.7.2 Method of Clearing

Stream A

1. Applicant sent a Clearing card from Centre after rejection by university verifying interest in entering clearing and indicating:

   1.1 choice of three different universities and/or

   1.2 no specific choice of a university, but choice of program

2. Centre will prepare list of applicants under:

   2.1 new choice of universities

   2.2 by program with no choice of university

3. List of candidates indicating a specific university will be forwarded to that university provided that university has indicated vacancies.

4. List of candidates not specifying a university will be available to all universities that have vacancies

5. Universities will send offer to the applicant with a copy to the Centre

6. Applicants will reply to Centre within one week of offer of admission

Stream B

1. A university which is interested in an Ontario applicant who has been previously rejected by the original university or submitted an application after June 1 may call for that application. If a copy of the application is not at that university it will be forwarded by the Centre

2. A university will send an offer of admission to the applicant and a copy to the Centre

3. The applicant will reply to the Centre within one week of receipt of the offer

6.8 Final Clearing

In order that late decisions can be made by the university immediately prior to registration the period from August 16 to September 30 is designated as a free period by the Centre. Universities may deal directly with the applicant provided that the applicant does not hold an unconditional offer of admission from another university. During this period the universities will be allowed to complete all admission transactions without contact with the Centre until the applicant has accepted the offer of admission.

6.8.1 Procedure for Final Clearing

1. If the applicant has not previously submitted an application to the Centre the applicant will submit the application to the university. The university will make an offer to the applicant and the applicant will respond direct to the university.

   The university will forward a copy of the application, the university decision and response of the applicant to the Centre.

2. If the applicant has previously submitted an application to the Centre, the university will forward a copy of the applicant's response to the offer to the Centre.

6.9 Universities with Entry Points in January and May

The Centre will establish individual procedures with universities that have admission points other than in the regular Fall registration period, e.g. University of Guelph Trimester.

6.9.1 January Admission

For the January admission point the university will deal directly with the applicant. The applications will be submitted to the university, the university will make a decision to the applicant and the applicant will respond directly to the university. On or about January 15 the university will forward a tape to the Centre listing all of the applicants, the university decision and the response of the applicant. This data will be entered on the Centre's admission file to ensure a complete provincial admission picture.

6.9.2 May Admission

The May admission period will follow the regular Stream A and Stream B patterns of the Centre. The date for the offer of admission will be established with the university (probably the first week in April). All procedures will follow the pattern of the regular September cycle and will be part of the regular admission file.

6.10 Schedule of Dates for Operation of Centre

October 1	-	Applications available at the Centre for candidates not presently registered in Grade 13
	-	Registration of Grade 13 students by ODE
October 15	-	File established from ODE tape of Grade 13 applicants who have indicated their interest in enrolling in a university
November 1	-	Universities notified of Grade 13 applicants who have chosen their university. Biographical record sent to university
	-	Report to DUA/Universities on number of applicants to University

December 1	- Report to DUA/Universities on number of applicants to University
	- Preprinted request for academic record of Grade 13 applicants sent to secondary school
January 1	- Report to DUA/University on number of applicants to university
	- First date for offering unconditional offers of admission of non-Grade 13 applicants
February 1	- Report to DUA/University on number of applicants to university
March 1	- Report to DUA/University on number of applicants to university
	- Last date for receiving Grade 13 application without direct referral to Clearing
	- Last date for receiving academic records from secondary schools on Grade 13 applicants
May 1	- University sends admission decision to Grade 13 applicant
	- University forwards copy of admission decisions to Centre
	- Report to DUA/Universities on number of applicants to university
June 1	- Last date for student's response to May 1 admission offer
	- Last date for submission of non-Grade 13 application for admission
June 2 - July 30	- Late eligible applications placed in Clearing
July 1 - 15	- Admission period for Grade 13 applicants who were previously deferred for receipt of final Grade 13 marks
July 30	- Last date for student's response to July 1 - 15 offer
	- Universities inform Centre of vacancies in programs
August 1 - 15	- Clearing decisions by universities with vacancies

August 16 - September 30	-	Universities free to deal directly with applicants
August 30	-	Last date for student's response to Clearing offers
October 1	-	Preliminary report on registrants from universities
December 1	-	Final report on registrants from universities

6.11 Schedule of Dates by Activity of Centre

	Stream A Grade 13	Stream B Non-Grade 13
Application Forms	Not required	Obtained from Centre October 1 - June 1
Submission of Application to Centre	Not applicable	October 1 - June 1
Grade 13 Academic Record to Centre	December 1 - March 1	Not applicable
Non-Grade 13 Record to University	Not applicable	October 1 - June 1
University Decision to Centre and to Applicant	May 1 July 1 - 15	January 1 July 15
Applicant's Response to Centre	June 1 July 30	January 1 July 30
Clearing	August 1 - 15	August 1 - 15
Direct Contact with Applicant	August 16 - September 30	August 16 - September 30

6.12 Amendments in the System

One of the significant differences in the proposed system from that of the U.K. Centre is the ability of the applicant to change his original choices of universities and programs, his biographical information and his acceptance of offer of admission while the admission cycle is in progress. The U.K. system does not allow for this type of change.

6.12.1 Change of Acceptance of Offer by Applicant

An applicant who has accepted an unconditional offer of admission and wishes to change this offer to another university will follow the following procedure:

1. The applicant will directly contact the new university regarding an unconditional offer of admission

2. If the new university is prepared to offer the candidate an unconditional offer it will notify the Centre on an amendment form

3. The Centre will forward a copy of the application form to the new university if it was not one of the original choices

4. The Centre will notify the original university to cancel the offer of admission

6.12.2 Change of Applicant's Biographical Information

1. The Cenre will accept changes in the biographical information of the candidate at any time

2. The updated biographical information will be sent to the universities listed as the candidate's choices

6.12.3 Changes of Applicant's Choices of Universities or Programs

1. A candidate may change his choice of universities or programs on the Request for Academic Record form until forwarded to the Centre by the Principal of the secondary school

2. The Centre on receipt of its copy of the Request for Academic Record form will forward copies of the application form to the new choices of universities and request the original universities to delete the applicant from their admission file

3. After the academic record form has been sent to the universities and the Centre by the Principal of the secondary school the candidate may not change his choice of universities until Clearing

6.13 Addition of Applicants Previously Enrolled at the University

Applicants to the first post Grade 13 year who were previously registered in that university will not be required to submit an application through the Centre. This group will include three types of applicants:

6.13.1 Those previously enrolled in a preliminary year at that university

6.13.2 Those previously enrolled in the first post Grade 13 year who failed that year and wish to repeat at the same level

6.13.3 Those previously enrolled as part-time students.

These applicants will be recorded on the admission file at the Centre by the university who has accepted them to Year I by the use of a Record Notification Form. This form either on hard copy or by magnetic tape will be forwarded to the Centre listing the biographical data, the firm offer and the response of the candidate.

Applicants who were previously enrolled at one university and wish to enrol at another university will follow the regular admission procedure. In either case the Centre will allow the applicant to accept only one firm offer of admission.

In addition to the value of including these applicants on the admission file for complete admission statistics, the Centre will perform an audit on these applicants accepting offers at other universities.

6.14 Tuition Deposit

Although it is not felt that the present $50 tuition deposit used to confirm that an applicant will register is now necessary, such deposits still may be used at the discretion of the university. The Centre will not allow an applicant to hold more than one unconditional offer to an Ontario university. The "no show" will therefore only be an applicant who is not planning to attend an Ontario university.

After a university has forwarded a copy of the applicant's unconditional offer to the Centre, the university will send the tuition deposit request to the applicant to be returned direct to the university. This transaction will be separate from the reply of the applicant to the Centre on the offer of admission.

A university that withdraws an offer of admission because the applicant has not submitted the tuition deposit will report this withdrawal of offer to the Centre.

6.15 University Application Fee

Several universities presently have an application fee for applicants not presently registered in Ontario Grade 13, or who are not residents of Ontario or Canada. It is suggested that if this fee is to be continued by the universities that it be sent direct to the university by the applicant.

If the university does not receive the required application fee and withdraws the application from the admission file, the university will notify the Centre of the withdrawal.

7.0 ORGANIZATION AND COST OF OPERATING THE CENTRE

7.1 Organization of Centre

The Centre will operate as a service unit to the universities and in this capacity will deal directly with the admission officers at each university. The operating system at the Centre will become an integral part of the admission system at each university. The efficiency of the university system for the first time will become dependent on an outside system. Both the university and the Centre will require the trust and cooperation of each group in order to operate effectively and efficiently. It is vital therefore in the organization of the Centre that the university admission officers become an integral part of the organization. The Centre then becomes their Centre.

The present Ontario Universities' Council on Admissions composed of faculty members interested in the admission process and the admissions officers appears to be the most logical group to oversee the management of the Centre without creating another admissions group. This could be accomplished with little change in the present structure of OUCA. It is suggested that the executive of OUCA assume the additional responsibility as the Board of Management to the Centre. This group as executive of OUCA would be responsible for the activities of the Council and as the Board of Management of the Centre would be responsible to CPUO. By assuming the joint responsibility the executive would be in a position to coordinate the activities of OUCA with the activities of the Centre.

The Director of the Centre would be responsible to the Board of Management for the operation of the Centre. An operations committee might also be formed of representatives of the universities from the OUCA membership to concern itself with the general procedures of the Centre. This operations committee would be chaired by the Assistant Director Operations of the Centre.

7.2 Cost of Operating the Centre

The cost of operating a Centre must be measured against the value in satisfying the needs of the applicant, university and government. It is difficult to place a cost value in satisfying the need of "public interest" whether it is in making every effort to ensure that qualified applicants find a place in university or that proper admission data is available for reflection of demand for programs and places in academic planning. Any new administrative function is costly but in relation to the service it supplies may be more than justified.

The whole admissions system of the Centre has been developed to present the most efficient system at the lowest possible cost. The two stream system has taken advantage of data which has previously been collected by the Ontario Department of Education. The transfer of this data from the Centre to the university on tape or punched card will reduce the amount of duplication of expensive key punching on biographical data. The use of marked sensed cards for recording the university decision offer and the response from the applicant is also a cost saving device. The universities also will receive the applicant's response on tape or card for economical updating of their admission file. Similar cost saving will be made to the university on amendment procedures to their admission file.

The Centre will also in an attempt to keep costs at a minimum have less control of the system than the U.K. Centre. Previous cooperative action by the admission officers in Ontario has shown that responsibility normally held by the Centre can be shared at the university level.

Regardless of these features the Centre will be relatively costly for the universities. Although it will operate at approximately half the cost of the U.K. Centre it will cost approximately $6.30 (Appendix D) a registrant in first year.

7.3 Savings by Universities

There will be some savings to the university and CPUO as a result of the establishment of the Centre. These are indicated below:

7.3.1 Discontinuance of present common application form used for Grade 13 applicants presently printed by CPUO

7.3.2 Transfer of university application form for non-Grade 13 applicants presently printed by the university to the Centre

7.3.3 Entry of the biographical information of applicants to the university admission file will bypass key punching at each university.

These savings however will be offset by additional costs imposed on the university in redesigning and programming their existing systems to take advantage of the services provided by the Centre and in integrating the university system with the Centre.

7.4 Cost of Operation

The cost of operation (Appendix D) has been calculated on the basis of a pre-operating year running from September 1, 1971 to April 30, 1972 and the first full operating year from May 1, 197[illegible] to April 30, 1973. The pre-operating year will concern itself with the design and programming of the system, the liaison with universities on the integration of the university system with the Centre and the preparation of manuals and forms in the system.

The cost of the pre-operating year is indicated in Appendix D, as $90,000. This cost is basically concerned with the design of the system.

The first full year of operation has an estimated cost of $283,450. The assessment to universities based on the registrants in first year using a registration of 45,000 (Appendix B) first year students would be approximately $6.30 per registrant. Using the projected applicants for university in 1973 (Appendix B) of 55,000 applicants the unit cost would be approximately $5.15 per applicant.

7.5 Financing of the Centre

Two methods of recovering the cost of the operation of the Centre were investigated. These are listed below:

7.5.1 Charge each applicant an application fee

7.5.2 Charge the universities for each registrant in Year I and request that the B.I.U. be increased to cover the additional cost to the university.

1. Charge Each Applicant an Application Fee

This system would constitute an increased cost of tuition for each freshman student. The burden of the cost of the Centre would fall on the applicant although the university and government would benefit equally with its use. The policy of the universities has been to refrain from increasing the cost of tuition.

2. Charge Universities and Recover Costs in B.I.U. Unit

This system would appear to be the most practicable for the main financing of the Centre. The burden for the operation of the Centre would fall on the universities financed by the government. The precedence for the incorporation of this type of costs into the B.I.U. has previously been established by the government.

This precedence was established by DUA in the processing of the Ontario Student Awards applications. During the first year of operation of OSAP the universities were paid $4.50 for each application processed. In the following year this was incorporated into the value of the B.I.U.

For the 1973-74 session it is projected that the B.I.U. value to universities will be 288,675 B.I.U's. If the government were to increase the B.I.U. unit by $1 this would cover the complete operating budget of the Centre.

7.6 Location of the Centre

The primary consideration for the location of the Centre is that it must have ready access to a service computer. Consideration was given to the use of an input device at the Centre but with updating of the file on a weekly basis and the cost of $20,000 per year it was felt that in the first few years of operation it was not necessary.

The Centre does not have to be readily accessible to the public so that it can be located outside of a metropolitan area. If possible the Centre should be located away from a university.

The Centre ideally could be located in a low cost office rental area close to a computer centre.

8.0 ESTABLISHMENT OF CENTRE

It is expected that by the time this report is dealt with both by OUCA and CPUO that there will be increased pressure on the universities for the establishment of the Centre. It should be emphasized that the proposed Centre cannot be designed and implemented overnight. Each step in the design of the Centre must be totally integrated into the admission procedure of fifteen separate universities. This integration must be designed so that the whole admission process for the applicant and the university continues to operate in its present efficient manner.

The Centre can only commence operation at the beginning of the admission cycle which commences on October 1 each year. It is impossible therefore to design and program the operation of the Centre along with the changes in design and programs of fifteen universities before October 1, 1972. Agreement on a common application form, file formats, forms, etc. cannot be reached during the summer months when all the resources of the universities are highly involved in the busy part of the admission cycle.

It is suggested therefore that the Centre be implemented in two concurrent phases during the 1971-72 admission year (October 1, 1971 - September 30, 1972).

Phase 1 The design and development of the Centre as proposed in the report and following the schedule of dates listed in 8.1 of the report.

Phase 2 The continuance of the "Lumsden Committee" for 1971-72 but commencing the analysis of admission data from universities commencing on October 1, 1971 and continuing until September 30, 1972. In addition the proposal made by the Committee of Systems Analysts (Standing Committee of the Ontario University Registrars' Association) to preprint the present common application from the ODE Grade 13 registration file (CROS) be established.

The Director of the Centre appointed on September 1, 1971 would be responsible in addition to the development of the Centre for carrying out the analysis of admission data and the preprinting of the Common Application Form.

Although Phase 2 suggested above would not satisfy the needs as previously outlined, it would provide some continuing admission data to reflect the demand of applicants at an earlier date and place some control on multiple applications.

8.1 Schedule of Dates for Establishment of Centre

1971	
September	- Appointment of Director - Appointment of Assistant Director - Operations - Appointment of Secretary and Clerk-typist - Commence discussions with Ontario Department of Education on use and development of CROS - Commence detailed systems and procedures for operation of Centre
October	- Appointment of analyst-programmer and programmer - Supervise collection and analysis of admission data for 1972 admission season (Lumsden Committee under OUCA and CPUO)
November	- Preprint Common Application form from CROS file
December	- Commence design of common application form, decision and response cards
1972	
January	- Present detailed design for operation of Centre to OUCA for approval - Present application form, decision and response cards to OUCA for approval - Report on applicants for admission to universities and DUA
February	- Commence preparation of publications -- Applicants' Handbook -- Universities' Handbook
March April May	- Information to Secondary Schools on operation of Centre - Special session at Dialogue '72 with Guidance Officers and Principals
June	- Establish permanent quarters for Centre
July	- Print application forms and handbooks - Test computer systems
August September	- Hire and train clerical personnel
October 1	- Commence operation of Centre

9.0 FINAL STATEMENT

The climate for the establishment of a Centre during the two month period in writing this report has radically changed. The shroud of mystery on how many applicants are presently applying to universities, the meaning of the large increase in applications being experienced and the question of whether we will have sufficient places for all qualified applicants surely must indicate the need for a Centre.

The pressure to create an instant Centre must be resisted. It is essential that the Centre be properly designed and integrated with the various admission systems of the universities if we are to have an effective and efficient Centre. A hastily designed and implemented Centre will not serve anyone.

The applicant, the universities and the government can be assured that a properly established Centre controlled by the Registrars and admission officers will satisfy their needs in the admission of qualified applicants to Ontario universities.

A P P E N D I X

Appendix A

Admission Statistics Used in the Report

One of the most difficult parts of the study was to obtain admission data for the 1969-70 season and project this data for the 1972-73 season. A simple questionnaire (included below) was sent to the fifteen universites. From this questionnaire it was only possible to obtain complete information on three items.

1. Total applications received by each university
2. Total applications received from applicants presently enrolled in Ontario Grade 13
3. Total registrants in the first post secondary Grade 13 year

Most of the projections used in the report were based on this limited information. Where data was not available for all Ontario universities, actual data was used from the University of Guelph. The Economic Council projection of first year registrants for 1973 was used without consideration of the ramifications of the changes taking place in the Teachers' Colleges.

Copy of Questionnaire Used in Study

ADMISSION STUDY FOR OUCA AND CPUO

FROM: _____
University

TO: Mr. H. W. Pettipiere
Office of the Registrar
University of Guelph
Guelph, Ontario

Admission Statistics for September 1970

1. Applications received for admission of full-time students for programs requiring Grade 13 (or equivalent).

1.1	Total number of applications received		109,411
1.1.1	Applicants applying from Grade 13	83,398	
1.1.2	Ontario applicants not enrolled in Grade 13	_____	Not available from all universities
1.1.3	Other provinces	_____	
1.1.4	Non-Canadian students	_____	
1.1.5	Failures from Year I	_____	

2. Registration of Year I students from above applications (as of September 30, 1970)

2.1 Total Year I 32,307

2.1.1 Enrolled from Grade 13 _____)
2.1.2 Ontario students not enrolled in Grade 13 _____) Not available from all universities
2.1.3 Other provinces _____)
2.1.4 Non-Canadian students _____)
2.1.5 Repeating Year I _____)

3. Tuition Deposit: Does your university require a tuition deposit from applicants with their acceptance of your offer of admission.

Yes 11 No 4

If Yes: Amount of deposit $ _____

Replies: 9 charged $50
2 charged $25

4. Application Fee: Does your university charge an application fee.

Yes 6 No 9

If Yes: (a) Amount of application fee $ _____

Replies: 4 charged $10
2 charged $25

(b) Is this fee applicable to all applicants who are not presently enrolled in Grade 13?

Yes 3 No 3

If No: Indicate what categories are required to pay the fee.

Replies: 3 with categories
-- non-Canadian applicants

Appendix B

Admission Projected Data Used in the Report for Fall 1973

The following projecti ns were used in the report for the projection of processing volumes, costs, clerical personnel and for contract computer time. The projections are the best that could be obtained considering the lack of actual historical data and the time limitations on the report.

1. Projected Freshman Intake 45,000

   Based on the 1973-74 freshman intake projected by the Economic Council Appendix C.

2. Projected Applicants 55,000

   Based on the 1973-74 freshman intake and a rejection factor of 22% by universities. The 22% rejection factor was the actual factor from the University of Guelph. This information was not available from all Ontario universities.

3. Projected Grade 13 Applicants 41,000

   Based on 75% of the applicants being enrolled in Grade 13. The 75% was obtained on the actual percentage of applications received by Ontario Universities collected for the study.

4. Projected Non-Grade 13 Applicants 14,000

   Based on the remaining 25% of the applicants as noted above.

5. Projected Non-Ontario Applicants 6,600

   Based on 12% of total non-Grade 13 applicants. The 12% was the actual percentage of the University of Guelph as this information was not available from Ontario universities.

6. Projected Applications 220,000

   Based on an increase of 3.5 applications per registrant to 4 applications per registrant. The 3.5 figure was obtained from information obtained for the study.

Appendix C

REPORT FROM CPUO ON

ENROLMENT PROJECTIONS OF FRESHMAN INTAKE

Freshman intake is defined by DUA to be the enrolment in the first year of degree programmes. Two sets of statistics have been looked at; the 5-year projections made by the universities in the fall of 1970 for reporting to CUA and enrolment projections made by Mr. Z. E. Zsigmond for the Economic Council of Canada. It was decided to use the Economic Council projections because they appear to be based on anticipated demand.

The Economic Council projections were based on enrolment figures reported to DBS for the year 1967-68. The DBS and DUA statistics for full-time enrolment in 1967-68 were compared and the Economic Council projections were adjusted to include only those students and institutions covered by the DUA reports. For example, enrolment in the Teachers' Colleges was eliminated. The ratio of freshman intake to full-time enrolment was calculated from the DUA figures and this ratio was applied to the Economic Council projections for full-time enrolment to give projections for freshman intake

Projected Freshman Intake*	
1971-72	36,888
1972-73	41,079
1973-74	44,970
1974-75	49,936
1975-76	54,420

*Excluding enrolment in Teachers' Colleges (It is estimated that 3,000 - 4,000 freshmen might result).

Appendix C

ONTARIO COUNCIL ON ADMISSIONS

REPORT OF ADVISORY COMMITTEE ON ENROLMENT FORECASTING

In December representatives of the committee met with the Joint Committee on Finance/Operating Grants in order to advise the CPUO Secretariat on first year enrolment forecasts for 1971-72. After reviewing Grade 13 enrolment in September 1970, and individual university forecasts of full-time undergraduate enrolment in December 1971, it was estimated that 35,829 places for full-time first year students would be required in 1971-72, which was 475 more than the sum of first year places projected individually by Ontario Universities including affiliated institutions and Waterloo Lutheran University. This review did not take into account a potential increase in demand due to changed admission regulations in Ontario Teachers' Colleges nor any increase in demand due to graduates of these colleges entering university because of inability to obtain employment as teachers. Estimates suggested for these two categories have been 3,500 and 4,000.

In February the committee circulated to all member universities a questionnaire comparing the number of Ontario Grade 13, 1971 applications on or about February 15, 1971, the number of Grade 13, 1970, applications on or about April 15, 1970, and the number of students registered in first year on December 1, 1970. A summary of the data received indicates that in 1970 there were 75,890 total applications from Grade 13, and among these 29,205 first choices, from which 24,402 were enrolled in Ontario Universities in 1971-72 (out of a total first year registration of 33,072). The comparable applications from Grade 13 for 1971-72 are 103,891 of which 37,577 are first choices. This represents an increase of 28.7% in first place applicants and 36.9% in total applications over the previous year as compared with a 10.8% increase in those enrolled in Grade 13 in September 1970. If the same ratio of first place applicants were to obtain places in Ontario Universities in September 1971 as in September 1970, 31,400 places would be required for applicants from Grade 13. If to this is added a minimum of 8,670 places for first year students not from Grade 13, a total of 40,070 places could be required in Ontario Universities. This compares with the sum of 35,464 places projected individually by the Ontario Universities as available (according to submissions of March 1, 1971). Any increase in first year enrolment from sources other than Grade 13, such as from graduates of Teachers' Colleges unable to find employment, would add to this requirement.

The reliability of this statistical information may be affected by changing conditions related to the time at which Grade 13 students have been applying this year and the employment situation.

R. L. Watts
Chairman

April 5, 1971

Appendix D

Pre-Operating Costs of Centre

September 1, 1971 - April 30, 1972

Office supplies	$ 5,000
Salaries	52,000
Pension, benefits, etc.	5,000
Program testing	10,000
Office travel	2,000
Rent	16,000
	$ 90,000

Operating Costs of Centre

May 1, 1972 - April 30, 1973

Office supplies and expenses	$ 20,000
Postage	9,000
Photocopy	1,100
Rent	16,250
Salaries, benefits	120,000
Printing, application forms, etc.	17,600
Telephone	3,000
Telegraph	500
Temporary help	15,000
Equipment rental	10,500
Office travel	3,000
Shipping	2,500
Data processing -- Computer time	55,000
-- Program testing	10,000
Total Cost	$283,450

1973 First Year registrants = 45,000

Cost to university per registrant = $\frac{283,450}{45,000}$ = $6.30 per registrant

Appendix E

Future Additional Services Provided by Centre

The Centre when in full operation will be able to provide additional services which will be of benefit to the universities. The services listed below appear to be logical extension of services of the Centre.

1. English Examination for Non-English Speaking Applicants

   The Centre could arrange for non-English speaking applicants to write the standard English examinations for foreign students and have the results available for universities wishing to consider the applicant.

2. Collection of Final Grade 13 Results from the Secondary School

   The Centre could collect and distribute the final Grade 13 results direct from the secondary school at the end of June and distribute these to the universities holding deferred applicants. This would assist the secondary school principal in sending only one set of grades rather than an individual set to each university.

3. Distribution of Final Grade 13 Results from Ontario Department of Education Tapes

   The Centre could distribute the final Grade 13 grades from the ODE tape to match the applicants to a particular university. This would entail taking the CROS tape and breaking it into fifteen tapes, one for each university.

4. Collection of Grade 11 and 12 Records

   The Centre could obtain Grade 11 and 12 records from the secondary schools at the end of Grade 12 for immediate use of the universities.

5. SACU Test Results

   The Centre could record the SACU test results of the applicant at the Centre for use of the universities either in the clearing process or for late applicants.

Appendix F

ODE REGISTRATION CROS FILE

Document presently used by ODE to register all Ontario Grade 13 students

PLEASE PRINT ALL INFORMATION IN THE BOXES PROVIDED VEUILLEZ INSCRIRE TOUS LES RENSEIGNEMENTS EN LETTRES MOULÉES DANS LES ESPACES PRÉVUS

SOCIAL INSURANCE NUMBER
NUMERO D ASSURANCE SOCIALE

FAMILY NAME
NOM DE FAMILLE

DATE YOU WERE BORN
DAY MONTH YEAR
JOUR MOIS ANNEE
DATE DE VOTRE NAISSANCE

AGE ON OCT. 1, 1970
ÂGE AU 1ER OCT., 1970

GIVEN NAMES (NO NICKNAMES)
NOMS DE BAPTÊME (PAS DE SURNOMS)

YOUR ONTARIO MAILING ADDRESS
VOTRE ADRESSE POSTALE EN ONTARIO

APT. NO. STREET NUMBER AND NAME
Nº DE L'APP. NUMERO ET NOM DE LA RUE
CITY, TOWN, VILLAGE AND POSTAL ZONE
CITÉ, VILLE OU VILLAGE ET ZONE POSTALE

COUNTY (OR DISTRICT)
COMTÉ (OU DISTRICT)

AREA CODE
INDICATIF REGIONAL

TELEPHONE NUMBER
NUMERO DE TELEPHONE

SACU INSTITUTION CODES (SEE REVERSE)
LES CODES D'INSTITUTION DU SACU (VOYEZ AU VERSO)

SCHOOL NUMBER
NUMERO DE L'ECOLE

NAME OF SCHOOL
NOM DE L'ECOLE

105652

ONTARIO GRADE 13 STUDENT REGISTRATION
INSCRIPTION DES ÉLÈVES DE LA 13e ANNÉE DE L'ONTARIO

RETURN COMPLETE TO
REMPLIR ET RETOURNER AU

THE REGISTRAR, ONTARIO DEPT. OF EDUCATION
1 ST. CLAIR AVE. WEST
TORONTO 195, ONT.

Appendix F

ONTARIO GRADE 13 STUDENT REGISTRATION
INSCRIPTION DES ÉLÈVES DE LA 13e ANNÉE DE L'ONTARIO 1970 - 1971

RECORD YOUR ANSWERS BY MAKING VERTICAL MARKS IN THE APPROPRIATE BOXES.

JOIN THE RED DOTS - LIKE THIS ⊕

USE HB PENCIL ONLY. DO NOT USE INK, BALL POINT OR FELT PEN.

INDIQUEZ VOS RÉPONSES EN FAISANT DES TRAITS VERTICAUX DANS LES BLANCS APPROPRIÉS.

UNIR LES POINTS ROUGES CI-CONTRE ⊕

UTILISEZ UNE CRAYON HB SEULEMENT. N'UTILISEZ PAS D'ENCRE, DE STYLO-BILLE, NI DE STYLO-FEUTRE.

1	SEX - MALE OR FEMALE ? SEXE - MASCULIN OU FÉMININ ?	MALE ☐	☐
2	WHICH OF THE OFFICIAL LANGUAGES DO YOU CUSTOMARILY USE ? LAQUELLE DES DEUX LANGUES OFFICIELLES UTILISEZ-VOUS D'HABITUDE ?	☐	☐
3	UNDER WHICH OF THE FOLLOWING ARE YOU RECEIVING INSTRUCTION AT THE SCHOOL INDICATED ON THE FIRST PAGE ? COMMENT POURSUIVEZ-VOUS VOS ETUDES PRÉSENTEMENT À L'ÉCOLE INDIQUÉE EN PREMIÈRE PAGE ?	☐ ☐	☐ ☐
4	ARE YOU ENROLLED IN ONE OR MORE GRADE 13 SUBJECTS ? ÊTES-VOUS INSCRIT(E) POUR UNE OU PLUSIEURS MATIÈRES DE 13e ANNÉE ?	☐	☐
5	DO YOU EXPECT TO ACHIEVE SEVEN (7) OR MORE GRADE 13 CREDITS BY JUNE 1971 ? PENSEZ-VOUS COMPLÉTER SEPT (7) CRÉDITS OU PLUS DE LA 13e ANNÉE POUR JUIN 1971 ?	☐	☐
6	IF YOU INTEND TO APPLY FOR ADMISSION TO A POST-SECONDARY EDUCATIONAL INSTITUTION FOR THE ACADEMIC YEAR 1971-72, INDICATE THE CATEGORY OF THE INSTITUTION(S). SI VOUS AVEZ L'INTENTION DE VOUS INSCRIRE À UNE INSTITUTION D'ENSEIGNEMENT POST-SECONDAIRE POUR L'ANNÉE SCOLAIRE 1971-72, VEUILLEZ INDIQUER LE GENRE D'INSTITUTION.	☐ ☐	☐ ☐
7	DO YOU INTEND TO APPLY FOR FINANCIAL ASSISTANCE THROUGH THE ONTARIO STUDENT AWARDS PROGRAM ? AVEZ-VOUS L'INTENTION D'AVOIR RECOURS AU PROGRAMME D'AIDE FINANCIÈRE AUX ÉLÈVES DE L'ONTARIO ?	☐	☐
8	SACU TESTS YOU WISH TO WRITE WITH FEE PAID BY THE ONTARIO DEPARTMENT OF EDUCATION. (SEE BACK OF PAGE ONE) TESTS SHOULD BE WRITTEN IN THE LANGUAGE IN WHICH THE STUDENT HAS GREATER FACILITY. NORMALLY THE LANGUAGE IN WHICH MOST OF THE INSTRUCTION IS BEING RECEIVED. QUELS TESTS SACU DÉSIREZ-VOUS SUBIR, AVEC FRAIS DE SCOLARITÉ PAYÉS PAR LE MINISTÈRE DE L'ÉDUCATION DE L'ONTARIO. (VOYEZ AU VERSO DE PAGE UN) ON DEVRAIT SUBIR LES TESTS DANS LA LANGUE QUI EST LA PLUS FAMILIÈRE À L'ÉTUDIANT. IL S'AGIT HABITUELLEMENT DE LA LANGUE DANS LAQUELLE IL ÉTUDIE PRINCIPALEMENT.	☐ ☐	☐ ☐

FORM 750

259502

Appendix G

Example of proposed biographical data to be obtained from ODE CROS file using present common application form.

71-096362

(7) SOCIAL INSURANCE NUMBER				(8) TITLE: ☐ MR ☐ MRS ☐ MISS							
(9) LEGAL SURNAME			GIVEN NAMES IN FULL (INDICATE NAME COMMONLY USED IF NO NICKNAMES)								
HOME ADDRESS: NO. STREET, APT. NO.			CITY						POSTAL ZONE	PROVINCE	
(10)											
COUNTY IF ONTARIO (11)		(12) COUNTRY IF NOT CANADA		(13) CITIZENSHIP IF NOT CANADIAN		CDN STATUS ☐ LANDED IMM. ☐ STUD. VISA	(14)	AREA CODE	HOME TELEPHONE NUMBER		
(15) MAILING ADDRESS SAME AS ABOVE ☐ OR								AREA CODE	TELEPHONE AT MAILING ADDRESS		
(16) NAME AND ADDRESS OF NEXT OF KIN									RELATIONSHIP OF NEXT OF KIN		
(17) SEX MALE ☐ FEMALE ☐	(18) MARITAL STATUS SINGLE ☐ MARRIED ☐ OTHER ☐			(19) DATE OF BIRTH	DAY	MON.	YR.	(20) REQUESTED DATE OF ENROLMENT (MONTH OR SESSION)			

I AM APPLYING FOR ADMISSION TO:					
(21) ORDER OF PREFER	NAME OF UNIVERSITY (INCLUDE NAME OF COLLEGE IF APPLICABLE)	PROGRAM OF STUDY. GIVE COMPLETE PROGRAM NAME AS WRITTEN IN THE UNIVERSITY CALENDAR. INCLUDE (WHERE APPLICABLE) WHETHER GENERAL OR HONOURS AND WHETHER YOU WISH A TRIMESTER OR CO-OPERATIVE SYSTEM OF STUDY	LANGUAGE OF INSTRUCTION (√) ENGL. FRENCH	(22) HAVE YOU APPLIED TO THIS UNIVERSITY BEFORE? YES OR NO	FOR UNIVERSITY USE ONLY
1ST CHOICE					
2ND CHOICE					
3RD CHOICE					

23 HIGH SCHOOL CURRENTLY ATTENDING	NAME OF H.S.	CITY	POSTAL ZONE	H.S. TELEPHONE NUMBER (INCLUDE AREA CODE) AREA CODE
MOST RECENT H.S. PREVIOUSLY ATTENDED	NAME OF H.S.	CITY	POSTAL ZONE	GRADES ATTENDED AT PREVIOUS H.S.

Example of proposed Request for Academic Record to be sent to Secondary School, using present common application form.

PART A -- Preprinted from file

71-096397

(7) SOCIAL INSURANCE NUMBER: | (3) TITLE: ☐ MR ☐ MRS ☐ MISS

(9) LEGAL SURNAME | GIVEN NAMES IN FULL (WHERE NAME COMMONLY USED IND. NICKNAMES)

(10) HOME ADDRESS NO. STREET APT. NO. | CITY | POSTAL ZONE | PROVINCE

(11) COUNTY IF ONTARIO | (12) COUNTRY IF NOT CANADA | (13) CITIZENSHIP IF NOT CANADIAN | CDN STATUS ☐ LANDED IMM ☐ STUD. VISA | (14) HOME TELEPHONE NUMBER: AREA CODE

(15) MAILING ADDRESS ☐ SAME AS ABOVE OR | TELEPHONE AT MAILING ADDRESS: AREA CODE

(16) NAME AND ADDRESS OF NEXT OF KIN | RELATIONSHIP OF NEXT OF KIN

(17) SEX MALE ☐ FEMALE ☐ | (18) MARITAL STATUS SINGLE ☐ MARRIED ☐ OTHER ☐ | (19) DATE OF BIRTH DAY MON YR | (20) REQUESTED DATE OF ENROLMENT (MONTH OR SESSION)

I AM APPLYING FOR ADMISSION TO:

(21) ORDER OF PREFER	NAME OF UNIVERSITY (INCLUDE NAME OF COLLEGE IF APPLICABLE)	PROGRAM OF STUDY. GIVE COMPLETE PROGRAM NAME AS WRITTEN IN THE UNIVERSITY CALENDAR. INCLUDE (WHERE APPLICABLE) WHETHER GENERAL OR HONOURS AND WHETHER YOU WISH A TRIMESTER OR CO-OPERATIVE SYSTEM OF STUDY	LANGUAGE OF INSTRUCTION (✓) ENGL. FRENCH OR	[illegible]	RESID ENCE REQUIR ED? YES OR NO	FOR UNIVERSITY USE ONLY
1ST CHOICE						
2ND CHOICE						
3RD CHOICE						

(23) HIGH SCHOOL CURRENTLY ATTENDING: NAME OF H.S. | CITY | POSTAL ZONE | H.S. TELEPHONE NUMBER (INCLUDE AREA CODE) AREA CODE

MOST RECENT H.S. PREVIOUSLY ATTENDED: NAME OF H.S. | CITY | POSTAL ZONE | GRADES ATTENDED AT PREVIOUS H.S.

PART B -- Completed by Principal

(24) COURSES: ENTER MARKS FOR LEVEL 3 & 4 SUBJECTS PASSED AND ALL LEVEL 5 COURSES PREVIOUSLY TAKEN (PASSED & FAILED)

		ENGLISH	HISTORY	GEOGRAPHY	MATH A	MATH B	ALGEBRA	GEOMETRY	*TRIG & STATS	BIOLOGY	PHYSICS	CHEMISTRY	LATIN	FRENCH	FRANÇAIS	GERMAN	GR. 11 MATH	GR. 12 MATH	AVG
		01	02	03	04	05	06	08	09	11	12	13	14	15	16	17			
LEVEL 3 COURSES (GR. 11)	YEAR TAKEN	19	19	19	19	19	19	19	19	19	19	19	19	19	19	19	19	19	
	MARK %																		
	PHASE G, A OR E																		
LEVEL 4 COURSES (GR. 12)	YEAR TAKEN	19	19	19	19	19	19	19	19	19	19	19	19	19	19	19	19	19	
	MARK %																		
	PHASE G, A OR E																		
LEVEL 5 (GR 13) COURSE	PRIOR YEAR TAKEN	19	19	19	19	19	19	19	19	19	19	19	19	19	19	19	19	19	
	PRIOR MARK %																		
	PRIOR PHASE A OR E CREDIT VALUE																		
	19 / 19 PHASE A OR E CREDIT VALUE																		

(25) COURSES FAILED AT LEVELS 3 AND 4

COURSE	LEVEL 3 OR 4	PHASE A OR E	YEAR FAILED
			19
			19
			19
			19
			19
			19
			19

(26) NUMBER OF YEARS IN SECONDARY SCHOOL (INCLUDE CURRENT YEAR) ____

(27) APTITUDE AND ACHIEVEMENT TESTS

NAME	SCORE
C.S.A.T. (VERB)	
C.S.A.T. (MATH.)	
C.E.L.A.T.	

(28) WILL THE S.S.H.G.D. COURSE REQUIREMENTS BE MET? ☐ YES ☐ NO

(29) SIGNATURE OF SCHOOL OFFICIAL: _____

TITLE: _____ DATE: _____

NAME OF COUNTY SCHOOL BOARD:

FOR UNIVERSITY USE ONLY